

# What Happens After an Inspection?

Youth Sector

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## INTRODUCTION

The purpose of inspection is to promote the highest possible standards of learning, teaching, training and achievement throughout the education, training and youth sectors. This aim is reflected in the ETI's mission statement, which is:

*'promoting improvement in the interests of all learners'*

The Department of Education's (Department) Priorities for Youth<sup>1</sup>, was launched in October 2013 and provides a clear policy remit for youth work within education. To complement this policy development, the Education and Training Inspectorate (ETI) published a youth sector specific edition of Together Towards Improvement<sup>2</sup> in March 2015 to support youth organisations in the process of self-evaluation and quality improvement planning.

For the organisation inspected, this document outlines briefly:

- the processes employed after an inspection; and
- the responsibilities of the organisation's leadership, including management committees.

Discussions with the reporting inspector (RI) at the pre-inspection meeting will add to the information provided in this document.

## DURING THE INSPECTION

The organisation being inspected will be invited to nominate a representative to attend meetings, including the moderation meeting where the inspection evidence is discussed and provisional evaluations decided. This representative will therefore have a sound grasp of all of the evidence against which evaluations have been made and will have the opportunity to seek additional clarification on the key areas for improvement (AFIs), if any have been identified.

## IMMEDIATELY AFTER THE INSPECTION

### Report-back

At the end of the inspection a meeting will be arranged, at which the RI will report back orally the provisional findings of the inspection team to representatives of the organisations. The RI will agree arrangements with the person in charge about the attendees and the timing of the meeting(s). It should be noted that the findings reported back are provisional at this stage as all inspection outcomes are subject to a quality assurance process.

### What is reported?

During this oral report-back, the RI will present the main findings of the inspection. The strengths of the organisation will be highlighted and, where appropriate, the areas for improvement (AFIs) will be identified and clarified. It is essential that the report-back meeting(s) should enable the staff of the organisation to have a good grasp of the issues identified and of the action that will be necessary to effect improvement. To this end, the participants should feel free to ask questions and engage in discussion with the RI and his/her colleague(s) in attendance.

<sup>1</sup> [http://www.deni.gov.uk/priorities\\_for\\_youth\\_-\\_english-2.pdf](http://www.deni.gov.uk/priorities_for_youth_-_english-2.pdf)

<sup>2</sup> <http://www.eti.gov.uk/index/what-we-do/support-material/support-material-youth/together-towards-improvement-a-process-for-self-evaluation-youth-sector.htm>

At this oral report-back, the provisional overall effectiveness outcome to be used in the full written report will be given to the organisation. The standard overall effectiveness outcomes are available from the ETI website, [www.etini.gov.uk](http://www.etini.gov.uk).

The wording of the overall effectiveness outcome will indicate clearly to the organisation:

- the capacity of the organisation for sustained improvement;
- the level of follow-up activity; and
- the urgency of action for improvement.

Following the report back, the organisation should begin work on any AFIs identified.

On completion of the quality assurance process, which is part of the inspection process from the outset until the publication of the report, it may be deemed necessary to amend a performance level within the report which may impact on the overall effectiveness evaluation. The RI will communicate any such change brought about by the quality assurance process to the person in charge as soon as possible.

## **IN THE SHORT TERM**

### **Pre-publication**

The organisation will receive a pre-publication draft of the report to check for factual accuracy. The ETI has the statutory responsibility for the published reports on education provision, and for the evaluations and findings contained within those reports. The purpose of the factual accuracy check is to ensure that any factual information within the published report is reported accurately. It is not a process by which ETI seeks comment on the evaluations or findings within the report. At this stage of the process the organisation will have already been provided with comprehensive feedback by the inspection team on the evaluations and findings and had the opportunity to discuss and challenge them either at the end of the inspection or through the participation of the representative who had the opportunity to attend meetings with ETI throughout the inspection process.

The RI will consider any factual errors identified, if necessary discuss these with the organisation, make any required adjustments to the report and arrange for the report to be published. This should normally take no more than 30 working days from the date of the oral report-back.

### **Publication of the report**

The report will be published and made available on the ETI website, ([www.etini.gov.uk](http://www.etini.gov.uk)).

### **Safeguarding**

If safeguarding/child protection arrangements are evaluated as 'unsatisfactory', the ETI will return to the organisation within six working weeks to monitor progress in addressing the safeguarding/child protection issues and, *if necessary*, the pastoral care issues which have been identified.

## Response to the Report

<b>OUTCOMES FOR OVERALL EFFECTIVENESS USED IN THE REPORT<sup>3</sup></b>	<b>RESPONSE AND FOLLOW-UP ACTIVITY</b>
<p>The organisation has a high level of capacity for sustained improvement in the interest of all the learners. The ETI will continue to monitor how the organisation sustains improvement.</p>	<p>The person in charge provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and that both they and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a></p>
<p>The organisation demonstrates the capacity to identify and bring about improvement in the interest of all the learners. The ETI will continue to monitor how the organisation sustains improvement.</p>	<p>The person in charge provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and that both they and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a></p> <p>The organisation should develop an action plan that will be used to address the areas for improvement identified in the inspection.</p> <p>Progress will be monitored through district visits and a sustaining improvement inspection.</p>
<p>The organisation needs to address (an) important area(s) for improvement in the interest of all the learners. The ETI will monitor and report on the organisation's progress in addressing the area(s) for improvement which include the need to.....</p> <p>There will be a follow-up inspection in 12-18 months.</p>	<p>The person in charge provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and that both they and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a>.</p> <p>The Department of Education (Department) will issue a letter to the organisation requesting an action plan to address the important areas identified for improvement. The action plan should be submitted to the Department within 30 working days of the date of issue of the letter. The action plan will be evaluated by the ETI and the organisation will receive a written response from the DE. The action plan will form the basis for the follow-up process which will include an interim follow-up visit (IFUV) conducted by the ETI and a follow-up inspection (FUI). The FUI will be conducted within 12-18 months of the initial inspection.</p>
<p>The organisation needs to address urgently the significant areas for improvement identified in the interest of all the learners. The ETI will monitor and report on the organisation's progress in addressing the need to.....</p> <p>There will be a follow-up inspection in 12-18 months.</p>	<p>The person in charge provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and that both they and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a>.</p> <p>The Department will issue a letter to the organisation requesting an action plan to address the significant areas identified for improvement. The action plan should be submitted to the Department within 20 working days of the date of issue of the letter. The action plan will be evaluated by the ETI and the organisation will receive a written response from the DE. The action plan will form the basis for the follow-up process which will include an interim follow-up visit (IFUV) conducted by the ETI and a follow-up inspection (FUI). The ETI will normally aim to conduct the FUI within 12 months of the initial inspection given the urgency and significance of the areas for improvement.</p>

<sup>3</sup> The ETI performance levels and outcomes for overall effectiveness were revised with effect from the 1 September 2015; published inspection reports will include a table mapping the current performance levels and outcomes to the previous performance levels.

## The follow-up process

The interim follow-up visit will provide information for the follow-up inspection. During the follow-up inspection, the organisation will be asked to provide evidence of self-evaluation and action to promote improvement since the initial inspection.

The follow-up inspection will concentrate on the important/significant areas for improvement identified in the inspection report. After the follow-up inspection, a report will publish outlining changes which have taken place in the interim and the progress made on the area(s) for improvement. A copy of the report will be placed on the ETI website; parents, young people, and staff should be informed of its availability by the organisation.

It is expected that a majority of organisations will address sufficiently the areas for improvement identified in the original inspection; in these cases there will be no further action on the outcomes of the inspection.

In those cases where the evidence from the follow-up process shows that insufficient progress is being made in addressing the areas for improvement, or indeed that the quality of the provision has further deteriorated, then the Department will take appropriate action, this may include requesting a second follow-up inspection.

Where a second follow-up inspection is required, the process outlined above will be repeated. This will take place within a 12-18 month period from the initial follow-up inspection. The DI will explain the specific process to the organisation at the report-back.